

NOTARIAL SERVICES CHECKLIST

In order to receive notarial services from the Consular Section, you must satisfy the following requirements:

- Clearly indicate the pages that require a notarial seal
- Verify that documents are complete (to include all pages) and organized in sequential order
- Verify that all exhibits and attachments referred to in the document are affixed thereto
- Have a valid government issued photo identification document, such as a passport
- Verify that the name on your identification document matches the name on the document you need notarized
- Complete all blank spaces on the document, with the exception of your signature. Do not sign. You will sign in the presence of a Consular Officer
- Be prepared to demonstrate that you understand the document to be signed and that you are signing voluntarily
- If signing as a trustee or a representative of a company/entity, provide documentation (such as the trust document, articles of incorporation etc.) to verify your status
- Provide your own witnesses if required by your document. Embassy staff are not allowed to act as witnesses for notarizations
- Understand that laptops and large personal electronic devices (such as iPads and Kindles) cannot be brought into or stored at the Embassy